HOW TO GUIDE

Managed Reporting Environment (MRE)
Brought to you by
USARC REQUEST Operations Center (ROC)

➢ **USARC ROC Point of Contact**

Send Email to:

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Managed Reporting Environment (MRE)

- ➢ *Provides PMS with a data management tool to view REQUEST vacancy and UIC data.*
  - • *PMS may view current unit data and vacancy data with only a few keystrokes.*
  - • *There are many different purpose reports for ease of individual use.*
- ➢ *Print these slides, put them next to your keyboard and simply follow the steps!*

Step 1
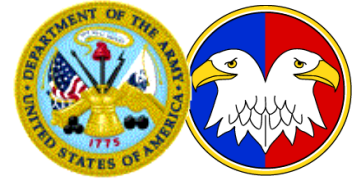
➢ In the address field of your browser, enter:

- **https://dragoon.green.keystone.army.mil/**

- **Press the GO button**

Step 2:

IMPORTANT:

DO NOT CHANGE

THE PASSWORD!

THIS IS A PUBLIC

USE TOOL!

User ID here is:

UZAPMS

Use UPPER CASE for

User ID

The password for here

is CCrotc12#$

Press the Login

Button

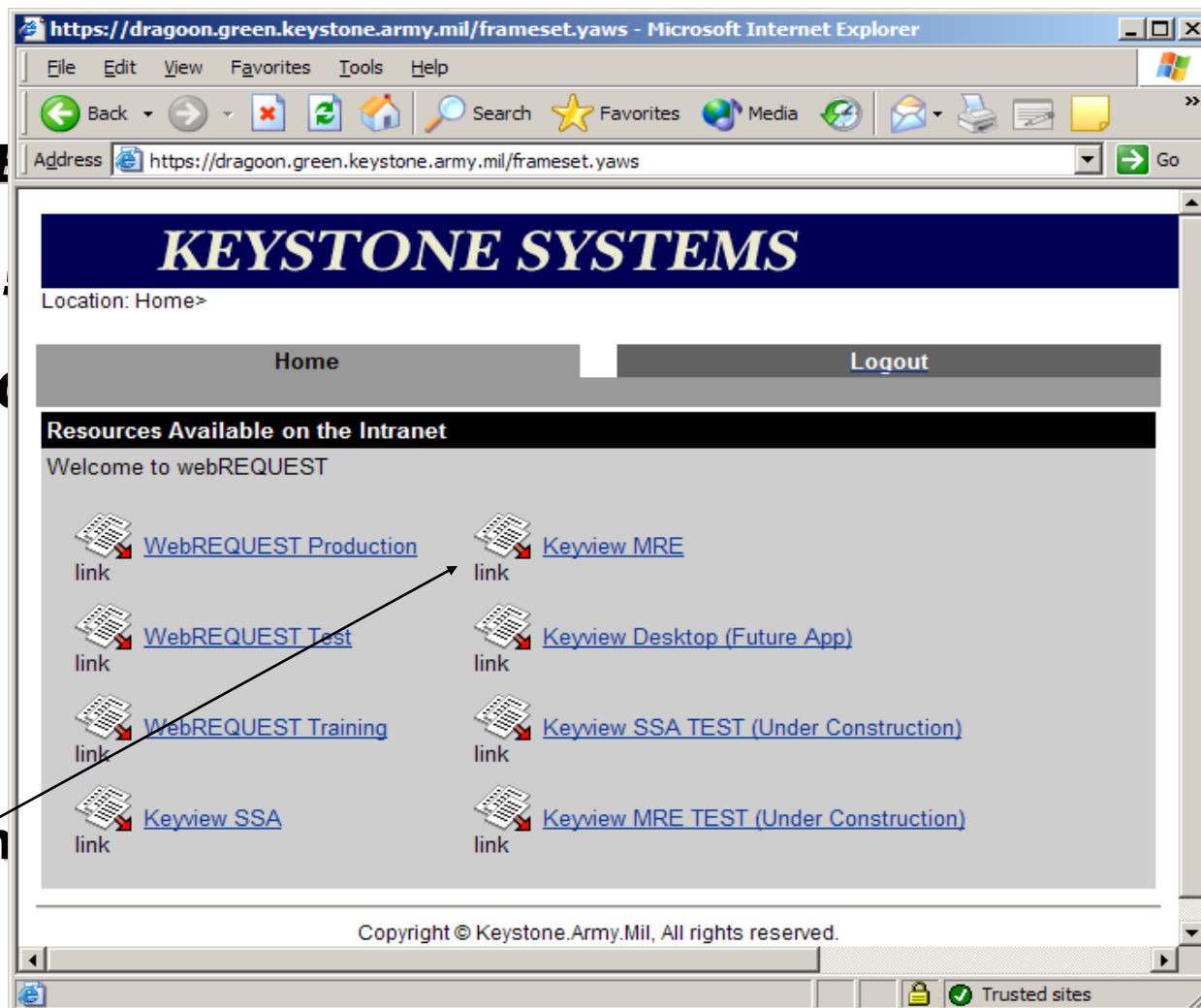# *Step 2:*

IMPORTANT:

DO NOT CHANGE

THE PASSWORD.

THIS IS A PUBLIC

USE TOOL!

Select the

Keyview MRE link

Step 2:

IMPORTANT:

DO NOT CHANGE

THE PASSWORD!

THIS IS A PUBLIC

USE TOOL!

Use UPPER CASE for User ID

User ID here is: PMS

SKIP THIS FIELD!

Use UPPER CASE for User ID

User ID here is: KZAPMS

The password for here is USROtc12#$

Then select Logon

Welcome to WebFOCUS Managed Reporting - Microsoft Internet Explorer

File   Edit   View   Favorites   Tools   Help

POWERED BY
Information Builders

Managed Repor

Welcome to Managed Reporting

Managed Reporting Signon :

User ID: PMS

Password: [   ]   Change Password

WebFOCUS Server Signon :

User ID: KZAPMS

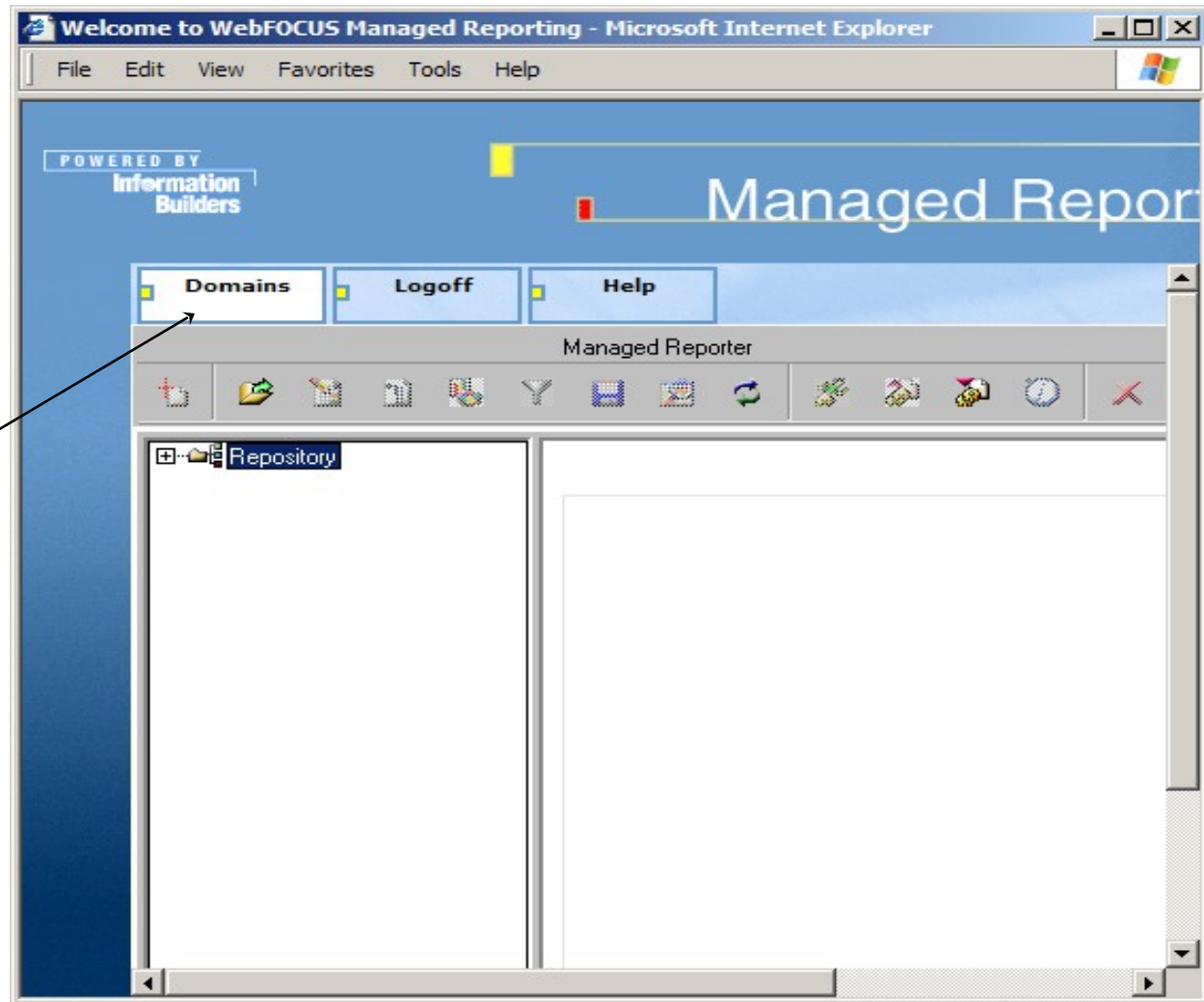Password: ●●●●●●●●●●

Logon   Reset

Step 3:

Left click on the Domain button to reach the Repository
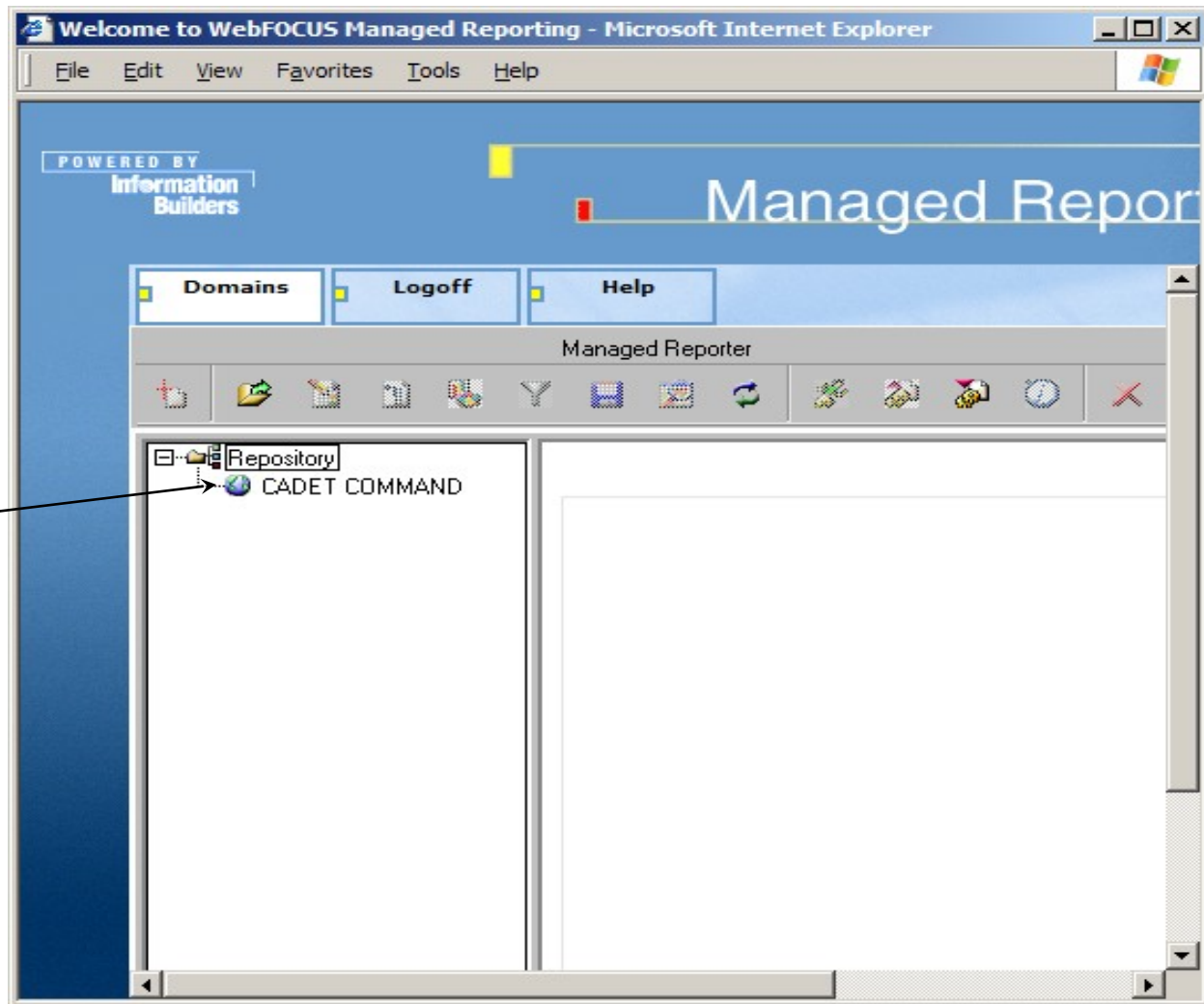
Step 4:

When this

window

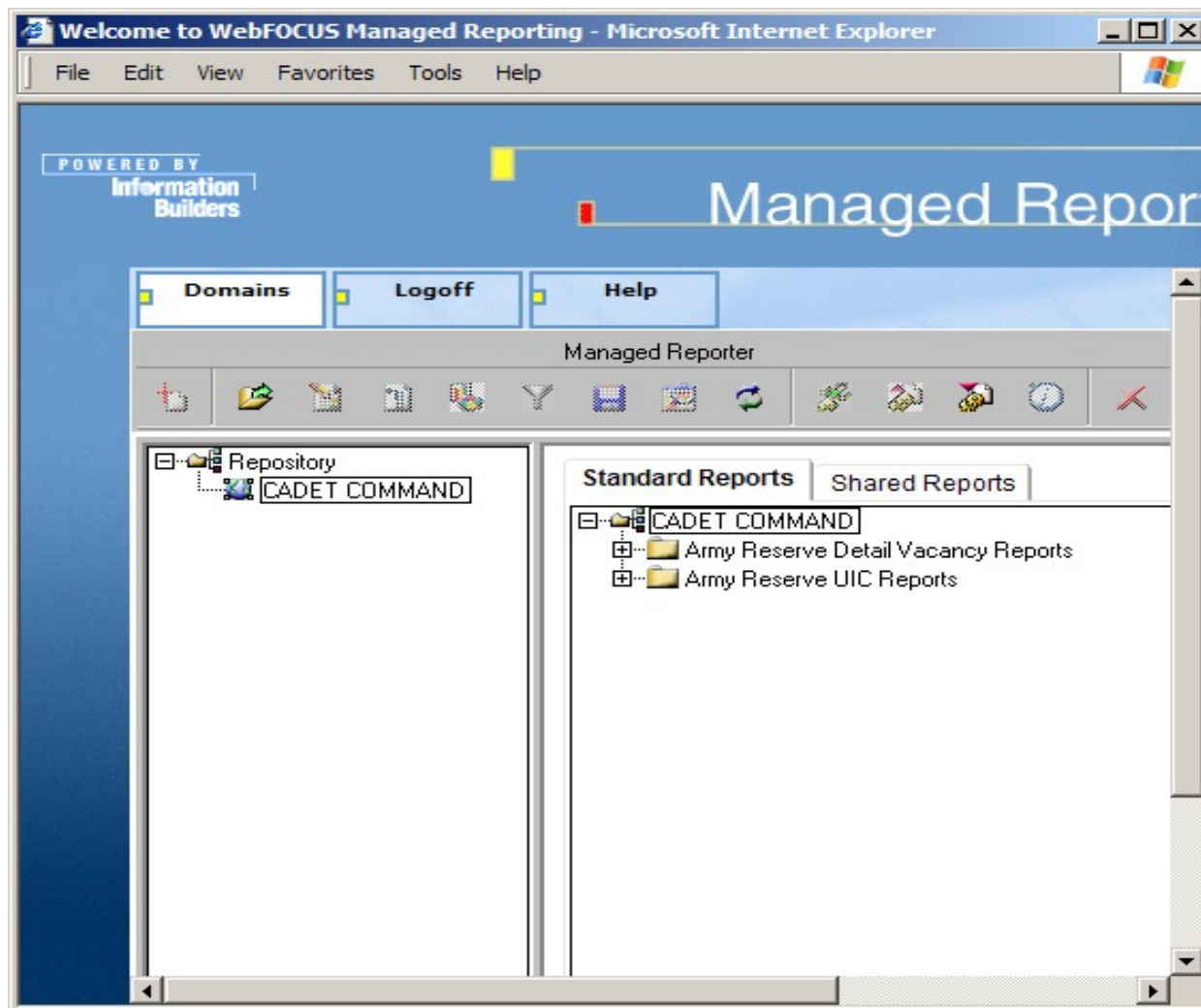*opens,*

double click

on

Cadet

Command

Step 5:

We have provided several standard reports for your review and information.

Click on the + sign
next to the desired
folder, for this
exercise, click on all
the + signs to
reveal all the reports
currently available.
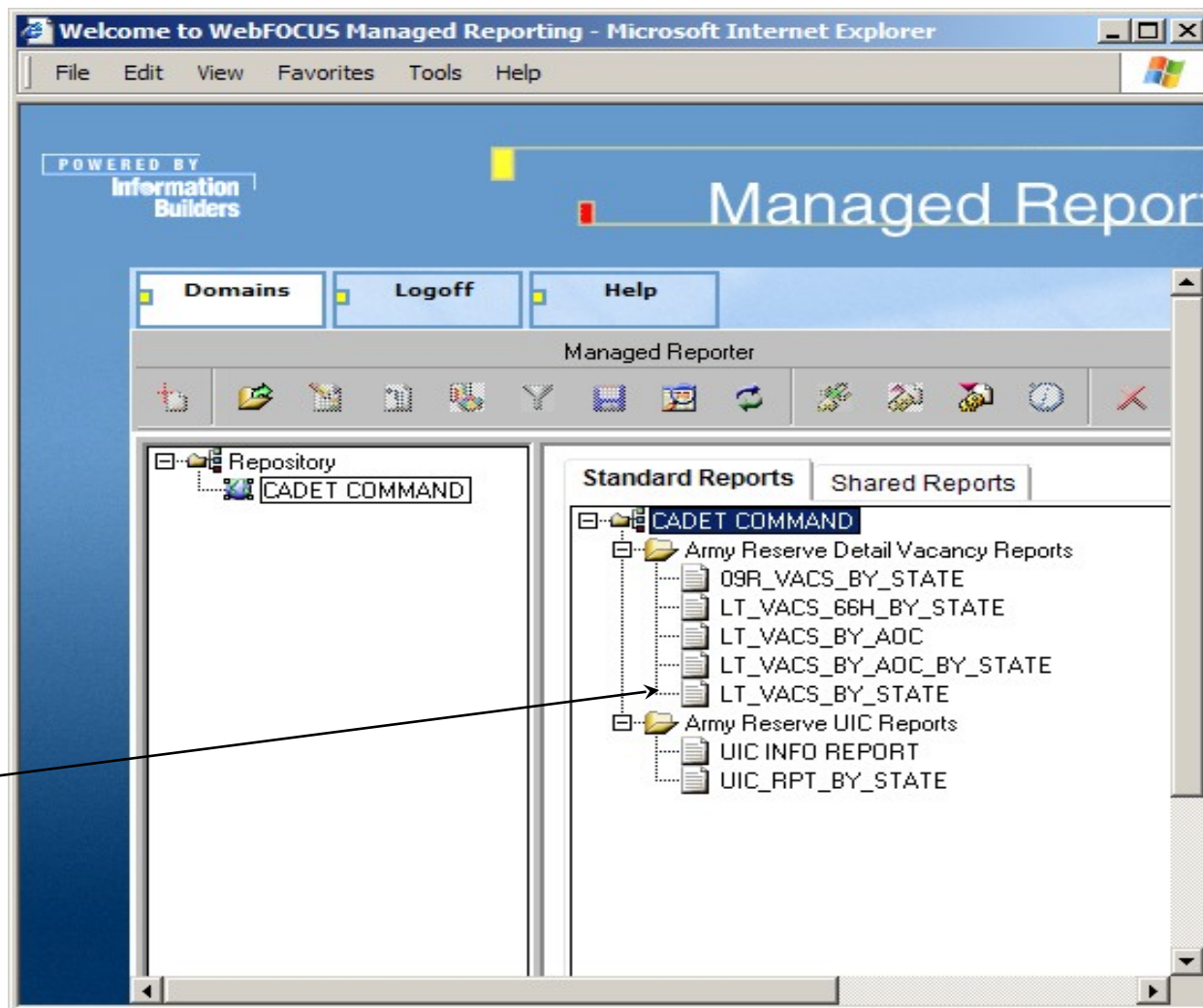
Step 6:

To view open LT vacancies by state, select this report by RIGHT clicking, then select run by LEFT clicking

Step 7:

Enter the 2

Character state

abbreviation in

UPPER CASE,

and

left click on the

Submit button

Step 8:

This report returns LT vacancies for the selected state by city.
Please review the glossary for column heading definitions.
File is in XLS format and can be easily saved or printed.
Repeat steps 7 thru 9 to run other reports.

	A	B	C	D	E	F	G	H	I	J	K	L
1	ST	CITY	ASG_UIC	PARA	LINE	POSN	MPC	GRD	GNDR	MOS	SQI	AS
2	VA	ABINGDON	W73501	008	02	0365	O	2	I	74B		00
3							O	2	I	74B		00
4				009	02	0455	O	2	I	74B		00
5							O	2	I	74B		00
6		ALEXANDRIA	W730AA	008	02	0365	O	2	I	74B		00
7							O	2	I	74B		00
8				009	02	0545	O	2	I	74B		00
9							O	2	I	74B		00
10		BLACKSTONE	WV7BA2	103	01	0165	O	2	I	74B		00
11			WSSXAA	101	02	0010	O	2	I	92A		00
12							O	2	I	92A		00
13				102	01	0110	O	2	I	92A		00
14							O	2	I	92A		00
15						4375	O	2	I	92A		00
16							O	2	I	92A		00
17		BOWLING GREEN	WV7BA3	0103	001	0170	O	2	I	74B		00
18				103	01	0170	O	2	I	74B		00
19		CHARLOTESVILLE	W73302	010	02	0545	O	2	I	74B		00

MRE Standard Report Definitions

- **UIC Reports**
  - *UIC Info Report – provides current address data for the selected UIC to include telephone number.*

- **Vacancy Reports**
  - *09R Vacs by State – displays all 09R vacancies for a user selected state. Report is sorted by city, in alphabetical order.*
  - *LT Vacs by AOC – displays all LT vacancies for a user selected AOC. Report is sorted by*
  - *LT Vacs by AOC by State – displays all LT vacancies for a user selected AOC and state. Report is sorted by*
  - *LT Vacs by State – displays all LT vacancies for a user selected state. Report Is sorted by city, in alphabetical order.*

- **All reports are displayed in excel format for easy saving or printing.**

Glossary

- **Gender – M = Male; F = Female; I = Immaterial**

- **Language – YY = No language requirement**

- **Para – Line – Posn – Paragraph, Line and Position Number. Refers to unit structure.**

- **Stat – Status code of the vacancy. O = Open; C = Closed; H = Hold.**

- **UIC – Unit Identification Code. Unique 6 character code assigned to every Army Reserve unit.**

- **VCN – Vacancy Control Number. Unique number assigned to each vacancy.**